

**EAST WINDSOR HOUSING AUTHORITY REGULAR MEETING
JUNE 16, 2021 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners D. Menard and L. Calsetta were present. Commissioners E. LeBorinous and A. Bowsza were absent.

2. MEETING MINUTES:

The minutes of the Regular Meeting of May 19, 2021 were reviewed by all Commissioners present. Commissioner Menard made motion, 2nd by Commissioner Calsetta to approve the minutes as presented. All in favor –Motion carried.

3. ADDED AGENDA ITEMS – None

4. PUBLIC COMMENT – None

5. FEASIBILITY STUDY – None

6. COMMUNICATIONS – None

7. FINANCIAL REPORTS –May 2021

8. REPORT OF THE BOARD OF SELECTMEN - None

9. REPORT OF THE TENANT ASSOCIATION – Viola Andrews, President of the Tenant Association.

Hereto attached as Attachment A

Viola stated this was the last meeting she would be attending as president of the Tenant Association. The new president will start next month. She went on to say she felt the association had done a good job. We've learned to work together.

10. REPORT OF THE RSC

Hereto attached as Attachment B

11. REPORT OF THE EXECUTIVE DIRECTOR – Executive Director Linda Collins

Hereto attached as Attachment C.

12. POLICIES AND PROCEDURE – None

13. UNFINISHED BUSINESS - None

14. NEW BUSINESS –

A. 2018/2019 & 2019/2020 Audit

Executive Director Linda Collins reviewed the audit with commissioners.

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B. Analysis of Comparable Housing Authorities –

Commissioner Menard shared with the board a list of towns that are comparable in size with East Windsor. She would like get a list of Executive Director Salaries for these towns to see if we are competitive. She will be working on this project with Assistant Director Marisa Prior.

15. PUBLIC COMMENT –

Jeanne #20 asked if there would be a Director's meeting for the month of June. Executive Director Collins will schedule one and send out a notice for the residents.

Maureen #30 asked for a copy of the Tenant Association Bylaws. She will pick up a copy from the office.

16. SUGGESTION BOX – None

17. EXECUTIVE SESSION

A. Pursuant to C.G.S. Sec. 1-200(6) (D) discussion of the selection or the lease, sale, or purchase of real estate.

Commissioner Menard made motion, 2nd by Commissioner Calsetta to go in to executive session at 7:40 to include Executive Director Linda Collins and Assistant Executive Director Marisa Prior.

All in favor – Motion passed

The Board came out of Executive Session at 7:45pm.
No decisions were made while in executive session.

18. ADJOURNMENT

Motion made and duly approved to adjourn at 7:50pm.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Attachment A

Tenant Association Meeting 6/3/2021 opened 10:35 am.

- Viola, current president, opened this meeting with the counting of the votes for the Officers for the Tenant Association.

Results:

President	Jeanie Swicklas	27 votes
Vice President	Viola Andrews	27 votes
Member at Large	Sharleen Craft	26 votes
Secretary	Mary Wyse	26 votes
Treasurer	Maureen Previti	26 votes

- Maureen Previti expressed concern that the Treasurer position was going to be eliminated. Richard stated for our Association to be legal we must have 5 officers, so Treasurer is still needed. Maureen stated she wants to make the amount we have in our bank account grow. Pauline and other members stated we tried to grow the money before but were unsuccessful.
- Discussion concerning the money in our bank account determined it will be used for some events for our community.
- Discussion was had on how decisions are made within the Association. Viola Andrews stated all decisions are made though a vote after all concerned parties had their say.
- Suggested monthly meeting day for the Tenant Association will be each month on Thursdays following the Directors Meeting. Voted on and past.
- Linda Collins advised coffee hour will be every 3rd Tuesday each month, until the Association Members decide they want them more frequently. At this time, the office will continue to pay for the coffee and supplies.
- Pauline Legassie, exiting Treasurer, officially handed over the bank statements to Maureen Previti the new treasurer. Maureen opened the most recent bank statement and read off the balances. \$431.54 in checking and \$5.00 in savings account.
- Meeting closed 11:10am.

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Attachment B

**Resident Services Report
East Windsor Housing Authority
June 2021**

Resident Activities: A socially distant coffee hour was held May 18th with two attendees. Social distancing and masks were worn. Residents continued with their monthly BINGO on June 2nd followed by their tenant association meeting on June 3rd. Inquiries have been made to resume residents' Wii Bowling and game nights.

Community Programs: Community programs at this time include: The Five Corner Cupboard for weekly food distribution, (beginning June 22nd they will be closed every other week), senior center Meals on Wheels with distribution day on Tuesday, Pauline's Stock Pot Kitchen with "grab and go meals" weekly on Friday beginning at 4p.m. (note the last day of service is June 11th and will resume in September), and bimonthly Mobile Foodshare located at the St. Catherine's parking lot every other Friday of the month providing fresh produce, (June schedule is 11th and 25th). One Farms to Families food distribution was scheduled on May 20th at Park Hill with 28 residents signing up for the distribution. The senior center has forwarded updates on activities, transportation, and opening with sign up for capacity. Library programs information and sign ups has been provided by the RSC office. All information has been forwarded to residents via memo. The HA is currently working with Social Services and the Town of East Windsor to establish a possible mobile dental clinic through First Choice Healthcare Center.

Upcoming Services and Future Events: A picnic hosted by the housing authority on May 21st was attended by approximately 40 residents. At the time of the picnic \$24 Dollar General gift certificates were distributed. For those not in attendance, home visits are being made to distribute the gift cards. Continue to work on blood pressure screenings. There is more interest with pairing the screening during coffee hour. This will be tried during the June coffee hour. Continue to meet with residents to complete the File of Life (medical and contact information for EMS providers). Approximately 10 files have been completed at this time. Simultaneously updating the residents' demographic profile which assists with DSS paperwork, utility & rent assistance, and other necessary document needs. Working with Marisa to invite new residents to a Meet and Greet. First one was May 14th with four in attendance. A welcome packet with contact information and services was provided and reviewed.

Services and Referrals: Assistance was provided for acute food insecurity. Continue to assist with DSS paperwork for application renewals. Five renewals were completed this month. Working with residents and their insurance to understand benefits and arrange for insurance advocates. One advocate was arranged this month. Assistance with jury duty documentation. Assisting with non-medical home care referrals for assistance with resident activities of daily living including bathing, meal preparation and housekeeping. Working to identify residents who qualify for the Connecticut Home Care Program. Referral made to the Institute on Aging Friendship Line for homebound resident to offer conversation and companionship. Continue to update residents on Economic Stimulus payments and assist with resident social security inquiries. Residents continue to reach out to me as a point of contact for information regarding their social service benefits and to communicate their well-being. Phone calls and home visits are routinely made to check in on residents and inquire of needs.

Respectfully Submitted,
Carolyn Kita, Resident Services Coordinator

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Attachment C

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June

2021

Management:

The community hall is opened for resident activities with limited access. Bingo is now being held on the first Wednesday of every month. There are approximately 13 residents attending. Game night is on Friday evenings and a few residents are playing Wii games on Sunday afternoons. One of our residents is volunteering to open and close the community hall for the residents when an activity is planned. The residents need to sign up for an activity with the office so that we can monitor the number of residents who will be in the community hall at any given time. Masks must be worn at all times.

I had my first Director's meeting on June 13th since the "shut down" due to the pandemic. Several residents attended. A tenant association meeting followed which included the announcement of their new Board members. I have been informed that a representative of the tenant association will be attending the Housing Authority Board meeting on the 16th with some updates. It is encouraging to see more residents feeling comfortable with attending activities and meetings once again.

Our request for Resident Services Grant funds for fiscal year of 2021-2022 was approved.

Carolyn our Resident Services Coordinator reached out to "First Choice Health Centers" to inquire about their mobile dental clinic. They provide basic dental such as cleanings, X-rays and fillings. I reached out to Melissa Maltese the Director of Community Services for East Windsor if the Senior Center would like to participate as well. Jason Bowsza our First Selectman is also interested in knowing more about this service. The clinic has forwarded to Jason a draft of the agreement for his review.

On Friday the staff hosted our annual resident cookout. We had a record attendance of 45 residents. Along with good food including burgers and hot dogs cooked on the grill by our maintenance staff there were side salads and desserts. The highlight of the day was the attendance of the First Selectman, Jason Bowsza and Deputy Commissioner Marie DeSousa. Their presence is always appreciated and welcomed.

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Other Matters:

6&7 Acre Parcels/Feasibility Study

There are no updates at this time regarding the feasibility study.

Projects:

Solar Panels

The Green Bank is coordinating with the installer, Green Earth for a start date.

Gazebos

There are several permits that are necessary in order to proceed with the installation of the gazebos. The permit submitted to the North Central District Health Department was approved. This was necessary since we have a private water supply. The well heads need to be 10 feet from the gazebo concrete piers which they are. The next step is to have an application approved by the Inland Wetlands Department to ensure that there are no issues with the gazebos being installed in any wetlands. The last permit will be submitted to the Planning and Development Department.

Sewer line Repair

The sewer line repairs for apartments #23 and #24 have been completed.

Tub to Shower Conversion – CDBG Funding

The contractor has been selected and will be following up with a start date based on the availability of materials. It is anticipated that the project will begin in September 2021. I have been diligent with providing the residents with updates.

Vacancies

We have one vacancy and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director